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2 March 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-100-3

SUBJECT: Referral of Matters to the Inspector General

RESCISSION: OPM 20-100-2 (96-53), dated 2 December 1953, subject as above

1. A memorandum has been received from the Inspector General indicating that within the past months there have been several instances in which representatives of the Office of Personnel have advised employees to proceed directly to the Office of the Inspector General with their problems. The Inspector General has further indicated that this procedure is not in the best interests of the employee, the Agency, or of his office. Accordingly, this practice will be discontinued, and the procedure set forth below complied with in those cases warranting referral to the Office of the Inspector General.

2. Members of the Office of Personnel who interview Agency employees concerning problems or complaints will make every effort to resolve the problems presented. If the employee feels he must state his case personally to the Inspector General, the case will be referred to the Executive Officer, Office of Personnel, who will determine whether there are any further steps which the Office of Personnel can or should take. If it is determined that no further action can or should be taken by this office, the individual will be advised to call extension 554 and arrange an appointment with a member of the Inspector General's staff. It should be made clear to such individuals that the Office of the Inspector General desires to conduct its business on an "appointment" basis only and that they should not go to that office until an appointment has been made in the manner indicated.

3. When an employee is referred to the Inspector General, the Executive Officer, Office of Personnel, will advise the Office of the Inspector General by telephone, stating the facts in the matter, the results of any investigation undertaken by the Office of Personnel, and, if appropriate, a recommendation representing the viewpoint of the Office of Personnel. In the absence of the Executive Officer, such cases will be brought to the personal attention of the Deputy Assistant Director for Personnel.

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George E. Meloon
Deputy Assistant Director
for Personnel

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